



MITT ROMNEY
GOVERNOR

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LT. GOVERNOR

EDWARD A. FLYNN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety
Department of Fire Services
P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

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STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

**Coordinator
and
Instructors
for
Incident Command System Training Programs**

Job Information:

Titles:	Coordinator and Instructors
Position Types:	Contractor
Full-time/Part-Time:	Part-time*
Salary Range:	Coordinator \$19.88-21.21 per hour Instructor \$13.91-19.22 per hour
Shift:	Day
Number of Vacancies:	1 Coordinator and up to 24 instructors
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central**
Application Deadline:	April 11, 2005

* The Coordinator position will be approximately half time. The Instructor positions will work on a part-time basis, delivering courses as scheduled.

** Instructors will be needed to deliver training in *all* parts of the state.

Duties:

Coordinator

This position is responsible for the day-to-day management of all direct delivery and train-the-trainer Incident Command System training programs offered by the Department of Fire Services' Massachusetts Firefighting Academy. These programs are designed to train local fire service training officers, as well as

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Massachusetts Firefighting Academy • Office of the State Fire Marshal

fire service professionals in Incident Command Systems (ICS). ICS is the model tool for command, control and coordination of a response that efficiently manages the efforts of individual agencies as they work toward a common goal of stabilizing an incident, and protecting life, property and the environment. The ICS training is designed to support municipalities' compliance with the federal government requirements of the National Incident Management System (NIMS). The first round of ICS training programs will be delivered between April and September 2005. We estimate 35-50 individual course deliveries by September 2005.

This position will be responsible for planning, organizing, directing and controlling all ICS course delivery across the Commonwealth, including developing and monitoring the budget for the ICS training programs, procuring and producing the materials and equipment for the training, and managing the logistics and scheduling of the training across the state. The Coordinator will be responsible for recruiting, developing and supervising all (24) ICS program fire instructors, including coaching and evaluating instructors. In pursuit of these responsibilities, the Coordinator will need to collaborate and build successful working relationships with all DFS' division managers and staff.

This position is responsible for preparing objectives for training program performance and monitoring performance against objectives. The Coordinator submits regular progress reports to and meets frequently with the Director of the Massachusetts Firefighting Academy. This position will be required to travel around the state and lift, carry and distribute training materials and equipment, such as cartons of training manuals and projectors.

Instructor:

This position is responsible for course delivery and instruction in the DFS' Incident Control Systems training programs. The Instructor is responsible for preparing him/herself to teach the lessons, obtaining the necessary training materials and equipment, preparing the classroom for training delivery, explaining the course objectives and delivering instruction from prepared lesson plans and materials, conducting demonstrations and coaching students. This position is also responsible for administering any student, course and instructor evaluations related to the ICS training program. This position will be required to travel around the state and use, lift, carry, distribute and collect training materials and equipment, such as cartons of training manuals and projectors.

Qualifications:

Coordinator

- Superior organizational skills with demonstrated ability to manage and prioritize multiple assignments and short fused deadlines.
- Experience managing multiple alarm emergencies or incidents or multi-agencies' responses.
- Ability to supervise.
- Extensive experience in the fire service.
- Minimum 3 years of full time (or equivalent) experience in fire service command and control functions.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

- Certified Fire Instructor

Instructor

- Superior verbal communication and public presentation skills, with demonstrated ability to accurately and effectively present information.
- Several years of experience in the fire service.
- Certified Fire Instructor

Preferred Qualifications:

Coordinator

- Experience as a Chief Fire Officer.
- Bachelor's or Associate's degree in fire science preferred.
- Graduate of the National Fire Academy for Executive Fire Officers Program is highly desirable.
- Extensive fire service experience at command and control level.
- Certified Fire Instructor IV preferred.

Instructor

- Bachelor's or Associate's degree in fire science preferred.
- Experience in fire service command and control functions preferred.
- Certified Fire Instructor II preferred.

How to Apply:

Submit Cover Letter, a Resume and an application no later than April 11, 2005 to:

Human Resources

Department of Fire Services

P.O. Box 1025

State Road. Stow, MA 01775

Telephone: (978) 567-3146, Fax: (978) 567-3144

E-mail: Marilyn.Nieves@state.ma.us

Agency web address: <http://www.state.ma.us/dfs/>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112